Cynthia Kulas

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New Britain, CT. 06053

860-826-7926

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**Objective:** To obtain a position where I may integrate my previous experience in the Hartford to take on new challenges in this field.

**Previous Experience:**  Hartford Insurance Company, Bloomfield Office: 3/4/84-6/22/10.

**Duties:** Semi Machine Operator

* Work with machine setup and maintained machine, collating Auto/Home Owner Policies for manual mailing to customer.
* Worked in manual assembly unit putting policies together with inserts and double checking accuracy before final mailing.
* Worked in the Outgoing mail department, processed all mail by hand, then worked on processing postage.
* Worked with all other departments assisting with work as needed.

**Previous Experience:**  Fireman's Fund Insurance Company 1/10/80 -2/21/84 Avon Park South, Avon, CT.

**Duties:** Record Department, Filing.

* Worked in Records Department Collating mail for Insurance Policies, worked on the switchboard as needed. Major concentration in the mailroom filing and sorting.

**Education:** Southington High School Southington, CT. Graduated June, 1978.

**References on Request:** Joe Russo, Previous Supervisor 860-798-9309

Linda Longueuil Manager 860-454-0297